



Administrative/Planning Standing Committee

MINUTES

September 8, 2010

2:00 p.m. – 3:00 p.m.

Arizona Developmental Disabilities Planning Council

1740 West Adams, Suite 201

Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 8, 2010 at the ADDPC office, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Edward Myers, Chair - Telephone	David Cutty – Telephone
Barbara Brent – Telephone	David Copins – Telephone
Richard Carroll – Telephone	Karla Phillips
Colette Chapman - Telephone	

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	Joyce Millard Hoie
Roberta Blyth, Fiscal Manager	
Marcella Crane, Grants Manager	

A. Call to Order:

Edward Myers Called the meeting to order at 2:05 P.M. It was noted that a quorum had been achieved, allowing the meeting to proceed.

B. Approval of Minutes

Edward Myers called for a review of the August 12, 2010 meeting Minutes reflecting activities of the meeting when the Committee last convened.

- Motion was made by Barbara Brent to accept the Minutes as written.
- Motion seconded by Colette Chapman
- Motion carried

C. Review of Council Policies and Procedures

Edward Myers called for a review of the September 1, 2010 revisions of Council policies and procedures. Larry Clausen presented the changes as developed for the following policies:

- **Table of Contents:** Amendment to Section 100, adding *160 Contact with the Media* and *170 Lobbying*.

- **150 - Code of Conduct:** Language added in the last paragraph of the policy was accepted with no changes. Committee Members also recommended that language be added specifying action to be considered if Council Members violate requirements of the policy. Larry Clausen will develop and submit to the full Council for review.
- **160 – Contact with the Media:** The language in this new policy was found to be appropriate with no needed changes.
- **170 – Lobbying:** This new policy was accepted as written with the exception of adding clarifying language stating that while members are free to lobby for personal, professional or business reasons, they cannot participate in lobbying as representatives of the Council.
- **220 - Duties of Governing Authority:** Added language regarding approvals for Memorandum of Understanding (MOU) and Interagency Service Agreements (ISA) was accepted as written.
- **260 - Council Member Travel:** New language adding the requirement that Council members advise the Council of duplicative or alternative funding for proposed travel to be paid for by the Council was approved as written.
- **280 - Open Meeting Law:** This policy was amended by deleting the last sentence of the 3rd paragraph. No additional changes were identified.
- **290 - Minutes from Council Meeting and Standing Committee Meetings:** Language was added to the policy noting that minutes from Executive Session would not be incorporated into the minutes published for the public record. The last paragraph was amended striking reference to mechanical recording devices and was replaced with language addressing electronic digital methods. No changes were suggested by the Committee.
- **295 - Reasonable Accommodations:** The language contained in the policy was stricken with new language introduced. Upon review the Committee made no recommendations for further change.
- **420 - Conflict of Interest:** This policy was expanded to incorporate detailed prohibitions on conflict of interest. The policy was approved as written. However, the Committee requested that a new policy be developed to address the availability of grant funding to Council members and have it available at the next Administrative/Planning Standing Committee meeting.
- **460 - Dissolution:** Language was stricken referring to the “Governor’s Developmental Disabilities Planning Council” and replaced with “Developmental Disabilities Planning Council”.

Upon final review of all policy revisions, a motion was made and seconded to recommend approval of the policies with the addition of language in Policy 150 – Code of Conduct, detailing the process used if Council members violate the policy. This language will be incorporated into the current policy and presented to the full Council at the September 16, 2010 meeting. The motion also included the development of a new policy addressing the criteria governing Council funded awards to non-profit organizations or governmental agencies in which current Council members are involved. This policy will be presented at the next scheduled Administrative/Planning Council meeting.

Motion as described above:

- Motion made by David Cutty
- Motion seconded by Karla Phillips
- Motion carried

D. Future Meeting/Agenda Items

Discussion was held regarding the next date for the Committee meeting. Other than presentation of one new policy to be developed, no pressing matters were identified. It was determined that the next meeting will be based on the date of when the full Council next convenes, with the Committee meeting prior to that date. Larry Clausen will coordinate the details.

E. Call to the Public

No public members were present.

F. Adjournment

With no further Committee business, a motion to adjourn was made:

- Motion made by Karla Phillips
- Motion was seconded by Barbara Brent
- Motion carried, and the meeting was adjourned at 3:00 P.M.